#### DOCUMENT RESUME

ED 434 311 CS 013 689

TITLE Reading: Phonics Tool Kit.

INSTITUTION Oklahoma State Dept. of Education, Oklahoma City.

PUB DATE 1999-00-00

NOTE 19p.

PUB TYPE Guides - Classroom - Teacher (052)

EDRS PRICE MF01/PC01 Plus Postage.

DESCRIPTORS Classroom Techniques; Core Curriculum; \*Oral Reading;

\*Phonics; Primary Education; \*Reading Comprehension; \*Reading Instruction; \*Reading Skills; Spelling; Writing

(Composition)

IDENTIFIERS \*Oklahoma; Phonemic Awareness; Print Awareness

#### ABSTRACT

This "how-to" booklet was compiled by Oklahoma's "Phonics Task Force" to help teachers of K-3 students further incorporate phonics into daily reading instruction using a systematic approach--one that is logical, sequential, and orderly. The booklet states that the use of phonics in Oklahoma's core curriculum has been promoted since 1991. It also states that the "Phonics Task Force," compiled of exceptional elementary school teachers, administrators, and reading specialists, developed the booklet to assist elementary classroom teachers document reading skill development in their students. Pointing out that the phonics method has been proven to work for many students, the booklet's "Phonics Tool Kit" contains reading record sheets for the following seven reading categories: print awareness, phonemic awareness, phonics, oral reading, comprehension, spelling, and writing. (Contains a glossary of terms and a 50-item list of teacher resources.) (NKA)

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Published:

1999

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Developed by Superintendent Sandy Garrett's Phonics Task Force

Priority Academic Student Skills (PASS) Oklahoma's Core Curriculum

#### Foreword

As part of our Reading First Inititative last year, I appointed a Phonics Task Force and asked them to compile this "how-to" book to help teachers of K-3 students further incorporate phonics into daily reading instruction using a systematic approach - one that is logical, sequential and orderly. Although we have always promoted the use of phonics in our core curriculum (since 1991) and as a former teacher of reading myself, I think this information is needed in every classroom of early grade teachers.

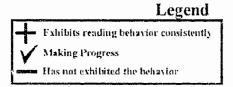
The Phonics Task Force, compiled of exceptional elementary teachers, administrators and reading specialists, has developed this manual to assist elementary classroom teachers document reading skill development.

Many teachers are graduating from our colleges of education with little - if any - formal training in phonics. Though phonics is not the only way to effectively teach boys and girls how to read, it is one method that has been proven to work for many students. The Phonics Tool Kit contains reading record sheets for the following seven reading categories: print awareness, phonemic awareness, phonics, oral reading, comprehension, spelling and writing.

In 1997, I asked principals and superintendents to develop comprehensive local action plans to make reading the priority for their schools. To do so, I asked them to conduct a reading audit in conjunction with parents and community leaders, and to enhance the professional development of their teachers. This handbook is the next logical step, as it provides teachers with additional tools to use in teaching reading, strategies which build upon each school's locally adopted plans and is a step on the road to Oklahoma becoming a state of "Reader Leaders."

# Reading/Phonics Record Sheet

Sudent's Name	Year	
feacher's Name	Grade K ! 2 3	



### **Print Awareness**

Learners' understanding of the characteristics of written language.

Shaded box indicates suggested grade level	Date of Observation	Teacher Comments
Book orientation: right side up front and back of book		
Book parts: book cover title page		
Directionality of print:  left to right sweep left page before right page top to bottom		
Match spoken word to print		
Distinguishes between a letter and a word		
Print is written language		

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Student's Name	Year
Teacher's Name	Grade K 1 2
Phonemic Awareness Ability to detect and change sounds in Shaded box indicates suggested grade level	in spoken language (precedes phonics instruction)  Date of Observation Teacher Comments
Rhyming words: recognizes produces	
Identifies onsets (all the sounds that come before the first vowel) and rimes (first vowel and all the sounds that follow)	
K Distinguishes beginning   1   2   3	
K Blends phonemes 1 2 3	
K Segment phonemes: words into word parts word parts into phonemes	
K Deletes phonemes	
Counts phonemes	

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Student's Name Year		ear	
Teacher's Name		rade K I	2
Phonics Ability to apply sound-symbol relati			
suggested grade level	Date of Observation	Teacher Comment	S
K   Identifies alphabet by:   1   name			
Distinguishes upper and lower case letters			
Distinguishes beginning consonant sounds	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	**************************************	
Distinguishes ending consonant sounds			
Distinguishes medial consonant sounds			
K Distinguishes short vowel   1   2   3			
Distinguishes long vowel sounds			
K Uses most reliable vowei 1 rules			

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# Reading/Phonics Record Sheet

2 \_\_\_ 3

Student's Name	Y	ear	
Teacher's Name	(ir	radeK	_
Phonics (continued)	an kulu-rasifangamungan — a are- yarung perananan kumadan in k		
Shaded box indicates suggested grade level	Date of Observation	Teacher Co	mments
Uses onsets and rimes to decode words			
Uses blends to decode words  1 2 3			
K Uses digraphs to decode words  1  2  3			
Reads high frequency words automatically		-	
Recognizes and uses compound words			
Recognizes and uses contractions			7
Recognizes and uses syllabication			
Recognizes and uses base words and affixes			

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## Reading/Phonics Record Sheet

Student's Name	Y	ear
Teacher's Name	Gir	adeK12
Oral Reading Process of reading aloud to communic	cate	
Shaded box indicates suggested grade level	Date of Observation	Teacher Comments
Determines unknown work by using decoding skills and context clues		
Adjusts pace and voice intonations when reading aloud		
K Oral reading accuracy at 90-94% (instructional level) or 95-100% (independent level)*		
Uses punctuation for meaning		:
Reads decodable text fluently		

<sup>\*</sup>Example: Total number of words read correctly divided by the total number of words in the passage equals the accuracy rate.

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Student's Name	·····	Year	
Teacher's Name		Grade K	12
Comprehension goal of all reading instruction (phonic	s instruction is linke	d to all reading and	writing)
Shaded box indicates suggested grade level	Date of Observatio	n Teacher Comr	nents
Connects prior knowledge to text		· · · · · · · · · · · · · · · · · · ·	
K Retells a story: read to student read by student			
R Places events in sequential order			
Makes predictions and confirms after reading or listening to text			

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# Reading/Phonics Record Sheet

Year

Student's Name		Year		
Teacher's Name		Frade K 1 2		
Comprehension (continued)				
Shaded box indicates suggested grade level	Date of Observation	Teacher Comments		
Monitors for understanding.  Uses a variety of strategies to "fix" the problem including rereading		:		
Generates questions to integrate information				
Distinguishes between reality and fantasy  3	-			
Distinguishes between fact and opinion				
Summarizes main points and events				
Recognizes cause/effect relationships 3				

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Grade	KI
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	# 1
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ident's NameYear			
Teacher's Name		ideK_	12
<b>Writing</b> written speech			
Shaded box indicates suggested grade level	Date of Observation	Teacher Co	mments
Participates in frequent writing opportunities			
Uses the writing process of prewriting, writing and rewriting			
Uses spaces between words			
K Uses correct captilization  1 2 3			
Uses correct punctuation  1 2 3			

### Reading/Phonics Record Sheet

#### Glossary

autonyms: words which have opposite meanings (hot and cold)

base word: a word to which a prefix or suffix may be added to form a new word (go + ing = going)

compound word: a word made by putting two or more words together (cowboy)

consonant blend: the joining of the sounds represented by two or more letters with minimal change in those sounds; consists of two or more consonants sounded together in such a way that each is heard (bl, gr, sp, etc.)

consonant digraph: consists of two consonants that together represent one sound (sh, ch, th, wh)

consonants: the remaining letters of the alphabet and usually include y and w; single sound made by a parted or complete obstruction of air

context clue: the information from the immediate textual setting that helps identify a word or word group

contraction: a short way to write two words as one by writing the two words together, leaving out one or more letters and replacing the missing letters by an apostrophe (cannot = can't)

convention: accepted practice in written language

decode: to analyze spoken or graphic symbols of a familiar language to ascertain their intended meaning

diphthong: a vowel sound produced when the tongue moves from one vowel sound toward another vowel in the same syllable; two vowel sounds that come together so fast that they are considered one syllable (ou, ow, oi/oy)

directionality: the ability to perceive spatial orientation accurately (left to right)

fluency: freedom from word-identification problems that might hinder comprehension in silent reading or the expression of ideas in oral reading; automaticity, the ability to produce words or larger language units in a limited time interval

homographs: words which are spelled alike but have different sounds and meanings (bow and arrow vs. bow of a ship)

homonyms: words which sound the same but have different spellings and meanings (bear, bare)

independent reading level: the readability or grade level of material that is easy for a student to read with few word-identification problems and high comprehension (see page 5)

instructional reading level: the reading ability or grade level of material that is challenging, but not frustrating for the student to read successfully with normal classroom instruction and support (see page 5)

medial: coming in the middle of a word

onset: all of the sounds in a word that came before the first vowel

root word: a word with no prefix or suffix added; may also be referred to as a base word

schwa: the vowel sound heard at the beginning of the word about and represented by the symbol /a/ and any of the vowel letters (carrot, alone)

sight word: any word recognized by memory only

silent e: an e that makes no sound that is usually found in the final position of an English root word

soft c and g rule: when c or g is followed by e, i, or y, it is usually soft

structural analysis: the process of using knowledge of root words, endings, and affixes to decode words

suffix: a syllable or group of syllables attached to the end of a word or root to change its meaning (s, ed, ing)

syllabication: the division of words into syllables

syllable: a minimal unit of sequential speech sounds made up of a vowel sound or a vowel consonant combination and always contains a vowel sound

synonyms: words which have the same meaning

transitional spelling: the result of an attempt to spell a word whose spelling is not already known, based on a writer's knowledge of the spelling system and how it works

vowel digraph: two vowels pronounced in such a vay that the letters together stand for one sound (/a/ in sleigh)

vowels: a, e, i, o, u and sometimes y and w; made without any air obstruction

y as a vowel rule: if y is the only vowel sound at the end of a one-syllable word, y has the sound of long i; if y is the only vowel at the end of a word of more than one syllable, y has a sound almost like long e pacing: setting one's own reading rate by using a pattern appropriate for the reading task

phonemes: a minimal sound unit of speech that distinguishes one word from another (lace, lake)

phonemic awareness: a way of teaching reading and spelling that stresses symbol sound relationships; the ability to associate letters and letter combinations with sound and blendings then into syllables and words

**phonics:** a way of teaching reading and spelling that stresses symbol sound relationships; the ability to associate letters and letter combinations with sound and blending them into syllables and words

prediction strategy: a person's use of knowledge about language and the context in which it occurs to anticipate what is coming in writing or speech

prefix: a syllable or group of syllables attached to the beginning of a word or root to change its meaning (reprint, unpack, dislike)

**prior knowledge:** knowing that stems from previous experience. Note: prior knowledge is a key component of schema theories of reading and comprehension

rime: the first vowel in a word and all the sounds that follow

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